

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title: Office Assistant (Property Valuation Specialist)
Position Number: 58108430
Division: Property Assessment Division
Salary: 11/\$11.26 – \$13.57/hr DOQ
Training assignment 10/\$10.33 - \$12.43/hr DOQ
Status: Permanent/Full-time
Location: Bozeman
Union: Yes
Supplement: No
Hiring Supervisor: Patty White
Closing Date: July 5, 2007

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in both an office environment and out-of-doors. To perform successfully as a Property Valuation Specialist, you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires math and computer skills and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. The ability to make sound decisions and be accountable for them is essential.

Some of the duties of a property valuation specialist include being able to maintain office equipment and resources, to work on a computer in an office environment, data entry, word processing and spreadsheets. Daily work involves effective written, oral and interpersonal communication, thinking creatively, recommending innovative solutions and proactively focusing efforts and energy on successfully attaining goals. Other duties involve knowledge of individual tax types and understanding their relationships within the organization. This position requires a valid driver's license since some travel will be required for meetings, training or as needed.

The successful applicant will be required to satisfactorily complete the Department's on-the-job training. We will give you all the training and tools you need to be successful!

The State offers its employees a great benefits package such as three weeks paid vacation, sick leave, full medical, dental and vision coverage along with life and disability insurances! This is a great career opportunity with a deferred compensation program and retirement benefits! The department offers additional training opportunities for all employees!

A typical average compensation package for an average salary of \$20,000/yr is:

Wages:	\$20,000.00
Benefits:	\$ 6,684.00
Retirement:	\$ 1,380.00

<u>Total Average Wage Package</u>	<u>\$28,064.00</u>
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If the successful applicant for this position does not meet the minimum qualifications a training assignment at one grade lower will be implemented. The training assignment will typically be for one year or until the training assignment requirements have been met, whichever comes first.

Education and Experience: The required competencies are typically acquired through high school graduation. Related work experience can be beneficial, but is not required.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.